

JOB DESCRIPTION
URBAN ENVIRONMENTAL DEPARTMENT
LANDSCAPER/GREENSKEEPER FOREMAN

1. **JOB TITLE:** LANDSCAPER/GREENSKEEPER FOREMAN
2. **DEFINITION:** This employee is responsible for assisting the Urban Environmental Director/City Horticulturist and the City Arborist with the arboricultural and landscape maintenance of city-owned property. The Landscaper/Greenskeeper Foreman ensures that all full-time and part-time Landscaper/Greenskeeper's efforts are maximized and they perform their jobs in a safe and responsible manner. The Landscaper/Greenskeeper Foreman is responsible to ensure that all equipment and chemicals are handled in a safe and responsible manner. The employee will perform work and/or oversee work required for the care, maintenance and development of the lawns, landscape beds, street trees, park trees, irrigation systems, plant nurseries, greenhouses and general grounds of city-owned property. The employee will perform other related work as required, some of which will be mechanical. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty, and follow-up drug and alcohol testing.
3. **EQUIPMENT AND JOB LOCATION:**
 - a. The employee will operate and perform light-duty maintenance on vehicles, tractors, riding mowers, bucket trucks, push mowers, backhoes, skid loaders, weed eaters, edgers, chain saws, chippers, stump grinders, back-pack blowers, sprayers, snow blowers, hand saws, rakes, shovels, and other small tools. The employee may occasionally be required to drive a dump truck or bucket truck.
 - b. Work is performed outdoors within the Murfreesboro city limits, and some tasks may be required to be performed regardless of weather conditions. The employee will be exposed to loud noise, machinery with moving parts, dirt, dust, debris, chemicals, and foul odors. Work is characterized by the necessity for considerable physical exertion, close daily contact with unpleasant materials, and working outdoors occasionally under adverse weather conditions. All City buildings and vehicles are smoke free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Performs and supervises all aspects of landscape design, installation, and maintenance.
- b. Performs and supervises all phases of irrigation design, installation and maintenance.
- c. Manages plant nursery.
- d. Performs and assists with tree maintenance and removals, tree inventories and evaluations, tree pruning.
- e. Operates a variety of hand tools, mowers, light and heavy machinery, sharp tools, and automobiles for the purpose of performing all phases of landscape maintenance at any and all locations around the City.
- f. Performs plant diseases diagnosis, application of pesticides and fertilizers.
- g. Cuts grass with power equipment or hand tools.
- h. Loads and unloads dirt, gravel, sand, mulch, debris and plant materials.
- i. Cleans, maintains, and services equipment, and make minor equipment repairs.
- j. Performs heavy manual labor for extended periods under all weather conditions, frequently lifting objects weighing 100 pounds.
- k. Picks up trash on City-owned property, in maintenance buildings, in parking garages and other related areas.
- l. Make judgments related to the job and job tasks while working.
- m. Performs duties while standing, walking, bending, sitting, or climbing ladders.
- n. Plans, organizes, assigns tasks, inspects and evaluates the work of others, and assists in training full-and part-time personnel in technical, semi-skilled, and unskilled maintenance techniques.
- o. Stands for long periods of time while using hand tools, water hoses, and weed eaters.
- p. Intermittently sits, bends, stoops and walks while performing job duties.
- q. Performs safety inspections on equipment when requested.
- r. Communicates effectively and courteously with the public and employees of the City.
- s. Assist with employee work performance evaluations.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE AND ABILITIES:

- a. Must be at least 21 years of age.

- b. Must possess a high school diploma or GED.
- c. Must possess a driver's license valid in the State of Tennessee.
- d. Must have a minimum of two (2) years experience with a landscape maintenance program, including but not limited to: landscape design, installation, and maintenance, irrigation and equipment maintenance.
- e. Ability to instruct subordinates in proper job procedures and methods.
- f. Skill in coordinating the work of full and part-time employees.
- g. Ability to give and follow oral and written instructions.
- h. Must have legal authorization to work in the United States of America.
- i. Must pass a drug/alcohol screen upon offer of employment.
- j. Must be semi-skilled in mechanics.
- k. Knowledge of the care and proper use of tools and equipment used in the development and maintenance of lawns, landscape beds, trees, irrigation systems, hardscape areas, and general grounds owned by the City.
- l. Knowledge of maintenance, care, and installation of landscape beds, lawns, trees, irrigation systems and general grounds of the City.
- m. Knowledge of turf diseases, plant diseases, insects, chemicals, and the proper methods used to control such undesirable elements.
- n. Ability to distinguish between different cleaning materials, fungicides, herbicides, insecticides, with the ability to read and understand label information.
- o. Knowledge of occupational hazards and safety precautions.
- p. Must be able to report for work on time and to perform the duties of the job for an entire workday.
- q. Ability to work flexible hours with some weekend and holiday work required.
- r. Ability to perform frequent overtime work which may involve late night or early morning hours.
- s. Must be able to lift objects weighing up to 100 pounds.
- t. Ability to establish and maintain an effective working relationship with other employees and the public.
- u. Knowledge of personnel policies and procedures.

Non-Exempt
Safety Sensitive
April 10, 2006